



**CITY OF WESTMINSTER  
PLANNING AND ZONING COMMISSION  
MEETING SUMMARY**

**Thursday, July 12, 2018, at 7 PM  
City Hall, 1838 Emerald Hill Lane**

A meeting of the City of Westminster Planning and Zoning Commission was held at City Hall, 1838 Emerald Hill Lane in Westminster, Maryland 21157, on July 12, 2018, at 7 PM.

Chair Kevin Beaver, Vice-Chair Ross Albers, Esq., Commissioner Tom Herb, and Commissioner Tiombe Paige were present. City staff Andrew Gray, Bill Mackey, and Samantha Schlitzer were also present.

A sign-in sheet was provided at the meeting; no one signed in.

Chair Beaver opened the meeting at 7:00 PM.

Vice-Chair Albers made a motion to approve the minutes from June 14, 2018. Commissioner Herb seconded. The motion passed.

Chair Beaver introduced New Business Item A – County Liaison Report. Ms. Moser distributed a letter that the County sent to the Maryland Department of Transportation in March outlining funding requests for current projects within the County. Carroll County is among 23 jurisdictions to request funding through the State's Consolidated Transportation Plan (CTP). The CTP considers highway plans and improvements, urban reconstruction projects, transit projects, and bicycle-pedestrian projects. Ms. Moser outlined the four projects submitted for consideration. Mr. Gray added there was an area located within Historic Downtown Westminster affected by the Maryland Route 27 sidewalk project, which was reviewed by the Westminster Historic District Commission. The Westminster Tree Commission also reviewed requests for tree removals along Maryland Route 27 related to the same project.

Chair Beaver introduced New Business Item B – Proposed signage for Anne Arundel Dermatology at 410 Meadow Creek Drive. Mr. Gray provided background information and an overview of the item, adding that since there is not an integrated signage program on file for this property, the Commission can determine if both signs may be approved. Staff recommended that the Planning Commission consider approval of the proposed signs not to exceed 125 square feet.

Vice-Chair Albers made a motion to approve the proposed signage for Anne Arundel Dermatology at 410 Meadow Creek Drive, not to exceed 125 square feet. Commissioner Herb seconded. The motion passed.

Chair Beaver opened Discussion of proposed rules and regulations for Planning and Zoning Commission. Mr. Mackey reviewed the information that was distributed at the last meeting and sent to Commissioners by email, as well as the Rules of Decorum for the meetings of the Mayor and Common Council. Mr. Mackey recommended continuing discussion and postponing any voting until all Commissioners were present.

Vice-Chair Albers requested that agendas include specific actions required to be taken by the Commission.

Mr. Gray conveyed that the upcoming Board of Zoning Appeals meeting on Tuesday, July 17 would include two cases. BZA Case #18-03 is for a change of non-conforming use from a multi-family use to an office use at 153 West Main Street. BZA Case #18-04 is an appeal regarding a determination by City of Westminster's Director of Community Planning and Development. The subsequent Board of Zoning Appeals meeting is scheduled for Tuesday, August 7. This meeting is planned to include a review of a special exception for a proposed automobile car wash use at Heritage Honda located at 580 Baltimore Boulevard.

Commissioner Paige moved to adjourn. Vice-Chair Albers seconded. The Commission adjourned at 7:48 PM.